

LANCASTER COUNTY STORES CLERK I

NATURE OF WORK

This is entry level manual and clerical work receiving, storing and distributing inventory items and maintaining inventory records in a storeroom or inventory supply environment.

Work involves receiving, storing, maintaining and issuing supplies, clothing, food, materials and equipment. Work may also include maintaining inventory records of supplies, clothing, food, materials and related items; recommending purchases to replenish stock items; filling requisitions for stock items; and maintaining proper storage conditions for perishable supplies. An employee in this class may be responsible for the operation of a small storeroom. General supervision is received from an administrative or technical superior with work being reviewed in the form of accuracy, thoroughness, and compliance with written policies and standard operating procedures.

EXAMPLES OF WORK PERFORMED

Receive, unpack and store supplies, clothing, materials, food items and equipment; fill requisitions received and transport or dispatch requested items.

Receive, record and verify quality and quantity of stock shipments; maintain inventory records of items received and issued; take inventory of stock items as required.

Input inventory information into personal computer; access computer files to locate, add and update inventory records.

Maintain food storage area using proper storage procedures; rotate stock; track temperature in walk-in refrigerators and freezers; and perform necessary custodial duties to ensure sanitary conditions in storage areas.

Maintain security of storage area; allow only authorized persons to enter.

Inventory and label resident clothing and personal effects upon facility admission and receipt of new items; pack clothing and personal effects upon resident discharge/death; obtain resident/family approval for removal/donation activities concerning residents personal inventories.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the various forms of supplies, clothing, food, materials and equipment utilized and acquired by facility operations.

Knowledge of inventory processes and procedures.

Knowledge of basic accounting principles and practices pertaining to the operation of a storeroom or inventory system.

Knowledge of proper storage and distribution procedures for food items.

Ability to maintain routine inventory and supply records.

Ability to perform heavy lifting.

Ability to communicate effectively both orally and in writing.

Ability to perform routine mathematical calculations.

Ability to establish and maintain effective working relationships with co-workers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent with experience in storeroom inventory and related supply work.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent with some experience in storeroom inventory and related supply work or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Employees in this class working at Lancaster Manor must meet such physical and health requirements necessary for employment in a licensed nursing care facility as required by the State of Nebraska.

Approved by: _____
Personnel Director

Revised: 6/96

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